

TAB

DOS/OL/PMS-18

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Total Agency Contracting Activity		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)

4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) monthly	6. DISTRIBUTION (No. of components not number of copies) 2
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7. FORMAT (memorandum, form, computer print-out, etc.) form	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT LI 1-15
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10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PMS, WCPO, PD; DD/PCMG; DD/S&T/OEL, ORD; DD/I/NPIC	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Six (6) feeder reports, Form No. 2936, Contract Procurement Activity Report
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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	<input type="checkbox"/> COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	<input type="checkbox"/> COST PER YEAR
7	4.02	16	64.32	12	\$ 771.84
14	10.03	24	240.72	12	2,888.64
15	13.20	.25	3.30	12	39.60

B. COSTS OF COMPUTER PRODUCED REPORTS \$3,700.08

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Director of Logistics.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain) Completely revised.	MAN-HOURS 372	DOLLARS \$3,095.76

16. DATE OF INVENTORY 8 Oct. 1970	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200057-3 Assistant to C/PMS/OL	18. EXTENSION STAT
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